

City of Alexandria, Virginia

CC Report (a)

2-25-03

MEMORANDUM

DATE: FEBRUARY 25, 2003

TO: COUNCILMAN DAVID G. SPECK

THRU: PHILIP SUNDERLAND, CITY MANAGER *ps*

FROM: ROSE WILLIAMS BOYD, *RW* DIRECTOR OF CITIZEN ASSISTANCE

SUBJECT: COMMUNITY CALENDAR

During the January 28 legislative meeting, you discussed the need to coordinate the scheduling of community events so that community groups can avoid conflicting functions. In response, I noted that the Chamber of Commerce recently launched a scheduling calendar on its website, and indicated that I would explore the feasibility of using that calendar to post events as a means of addressing your concern. I spoke with Chamber President Ken Moore and met with staff member Robin Jones, who is responsible for maintaining the calendar.

I am pleased to report that the Chamber calendar, which is very user friendly, has the technical capacity to house data on all major events that occur in Alexandria on an annual basis. In addition, the Chamber is willing to offer community groups the opportunity to post events on its calendar. Individual groups will be responsible for posting event information and deleting out of date announcements. The calendar may not ensure that there are no conflicting events, but if widely used, will allow any person to see at a glance events that have been posted.

Within the next week, Chamber staff will send a letter to all groups on the civic association list maintained by the Office of Citizen Assistance advising them of the existence of the calendar. The letter will also encourage these groups to post their scheduled events and to consult the calendar when planning future events. The City's Public Information Officer will issue a press release which describes the purpose of the calendar and outlines the benefits from using it to post information.

If you have any questions or need additional information, please give me a call at (703) 838-4800.

cc: The Honorable Mayor and Members of City Council
Michele Evans, Assistant City Manager
Barbara Gordon, Public Information Officer